

March 8, 2004

TO: 2003 OTH Telecommunications  
Annual Report Preparers

File TELANRPT

FROM: Kevin H. Klingbeil, Audit Manager  
Telecommunications Division  
Public Service Commission of Wisconsin

SUBJECT: Filing of 2003 Public Service Commission of Wisconsin  
Alternative Telecommunications Utility-Other Telecommunications Provider  
(OTH) Annual Report – **New Due Date of May 3, 2004**

The 2003 OTH annual report software program primarily used by competitive local exchange carriers has been completed and must be used for filing of the 2003 annual report with the Public Service Commission of Wisconsin (Commission). This software program is not to be used by any other telecommunications providers.

**Due to the delay in the release of the 2003 OTH program, the filing date for the 2003 OTH annual report has been extended to May 3, 2004.** An entity risks losing its Wisconsin intrastate certification if the 2003 OTH annual report is not filed with the Commission in a timely manner. In addition, a 2003 annual report filed subsequent to May 3, 2004, may subject an entity to penalties, forfeitures, or other actions. Incomplete annual reports (i.e., reports missing substantive financial and/or statistical information) may be considered not to be in compliance with this filing requirement.

Download the 2003 annual report file(s) and associated installation instructions from the Commission's Web page at <http://psc.wi.gov>. They are accessible by clicking on **Telecommunications, Annual Report Programs and Worksheets**, and **2003 Annual Report Program for Alternative Telecommunications Utility-Other Telecommunications Providers (OTH)**. System requirements and a listing of entities required to file the 2003 OTH annual report are also available on the Web page. The listing includes entities currently authorized to provide intrastate service in Wisconsin as well as selected other entities which are not currently authorized but continue to provide service in violation of Wisconsin statutes and/or administrative rules. **(DO NOT USE THE 2002 ANNUAL REPORT PROGRAM FOR 2003 CALENDAR YEAR REPORTING!)**

Please note the following concerning the 2003 annual report:

- 1) Filing via e-mail using the 2003 program's capabilities is required unless additional provisional confidential treatment is desired. If filing via e-mail, no hardcopy printouts, diskettes, Confidentiality Request forms, or notarized affidavits should be filed with the Commission. If additional confidential treatment is desired, please contact me at (608) 267-9504 for required manual filing procedures, which have changed from last year.
- 2) A streamlined program installation process has been implemented for 2003. Read and follow the Installation Instructions on the Commission's Web page.
- 3) New items concerning the 2003 OTH report include:
  - a. ALL DOLLAR amounts should be reported to the nearest thousand dollars (in 000's); this does not apply to number of subscribers, access lines, etc. which will continue to be reported on an actual basis.
  - b. A new schedule, Number of Lifeline and Linkup Customers, has been added to page 16 of the report. Actual number of Lifeline customers in Wisconsin at end of year and actual number of Linkup customers in Wisconsin connected during the year should be input in the schedule.
  - c. Two new contacts have been added to the Identification and Ownership schedule (page 7): Primary utility contact (located at utility address); and contact person for regulatory inquiries and complaints.
  - d. A Nonregulated Revenues category has been added to the Operating Revenues schedule (page 14). This category should be used to report nonregulated revenue activity during the year.
- 4) The 2003 annual report program does not support the capability to import prior year data in order to populate first-of-year and last year cells in the current year's program.
- 5) Confidentiality capability in the 2003 program conforms to the Commission's "Information Regarding Confidential Filings" decision of February 24, 2003, concerning the 2002 OTH annual report, as supplemented for the new Nonregulated Revenues category on the Operating Revenues schedule. In the near future, the Commission will issue an "Information Regarding Confidential Filings" decision concerning the 2003 OTH annual report. The 2003 program includes locks for these items.
- 6) OTH entities should note in the Other Information schedule on page 21 the Web site address where the company's stockholders' report may be found.
- 7) Municipalities authorized by the Commission as competitive local exchange carriers (CLECs) should report only the CLEC-related amounts in the OTH annual report.

The Telco Annual Report Helpdesk is available to facilitate implementation of the program, address any questions, and receive any suggested improvements to the program. I am the primary Helpdesk contact person; my phone number is (608) 267-9504. (My e-mail address is [Kevin.Klingbeil@psc.state.wi.us](mailto:Kevin.Klingbeil@psc.state.wi.us).) When calling (or e-mailing) the Helpdesk for assistance, be prepared to provide the following information:

- 1) Type of annual report (i.e., OTH),
- 2) Name and employer,
- 3) Phone number,
- 4) Utility name and ID number, and
- 5) Nature of problem (installation, navigating within the program, etc.).

If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used minimizes potential problems. Also keep in mind that if you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.

Commission staff does not intend to subsequently notify affected entities or annual report preparers of a maintenance release, if any, associated with this program or of the availability of subsequent years' annual report programs and/or maintenance releases. Staff suggests that interested parties periodically check the Commission's Web page at <http://psc.wi.gov> to ensure that the correct program is being used and that the annual report is filed with the Commission within the filing date guidelines.

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